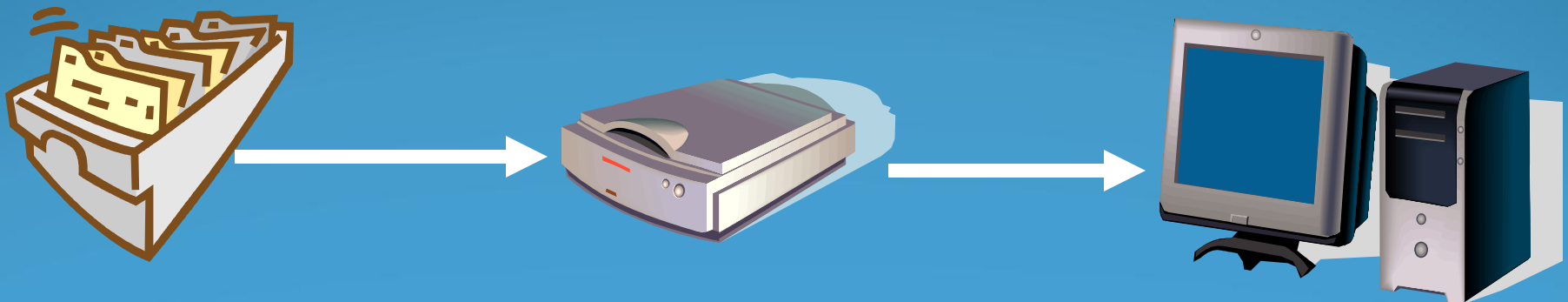


Welcome to electronic Official Personnel Folder (eOPF) for Employees

“A NEW way of doing business”



WHAT IS eOPF?

- The eOPF is the digitized re-creation of your hard copy Official Personnel File (OPF) which is currently the official record of your federal work career.
- eOPF allows each employee to have an electronic access to their own personnel folder. Some unique system features include:
 - provides secure access to employment documents/official forms and information to a geographically dispersed workforce,
 - supports a multi-level secure environment,
 - eliminates loss of an employee's official personnel folder during filing and/or routing ,
 - reduces costs associated with storage, maintenance, and retrieval of records,
 - complies with Office of Personnel Management (OPM) and federally mandated HR employee record management regulations , and
 - delivers system generated email notification to employee.²

WHAT IS eOPF? (CONT.)

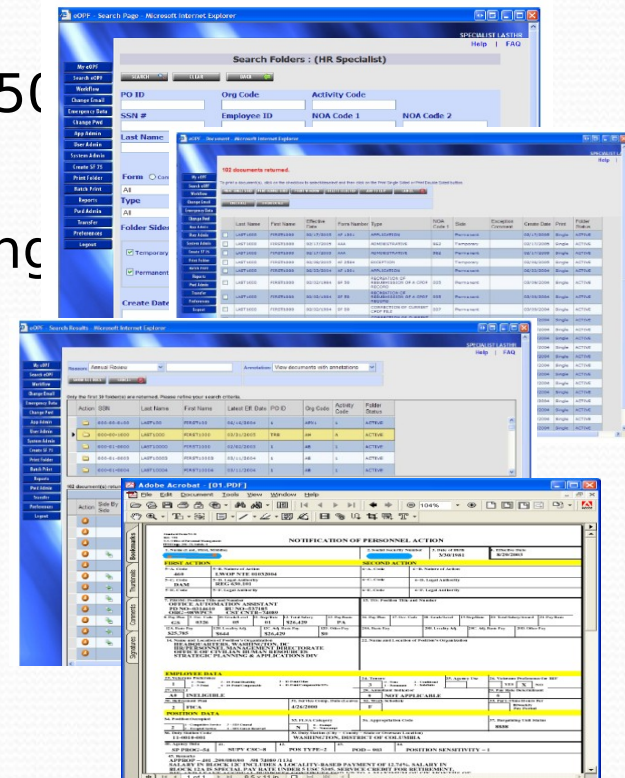
- The eOPF is the employee's official personnel record. The OPF hardcopy paper record is retired to the National Personnel Records Center (NPRC) for storage of one year. The paper record is destroyed after the one year period.
- eOPF delivers an email notification to the employee when a new document has been added to their electronic record.
- The email notification is merely a notification that a new document has been added to the employee's record; it does not provide additional clarification as to what transpired.
- It is highly recommended that employees have a valid email address in their eOPF profile.

WHY eOPF?

- Office of Management and Budget Circular - mandates ALL Executive Branch agencies hard copy OPFs be converted to electronic official personnel folders (eOPFs).
- Paper records are subject to damage or destruction by fire or water. The eOPF database performs a regular back up in addition to providing disaster recovery in any type of continuation of operation situation.
- 24 hour secure, worldwide access to official employee personnel records by Government computer.

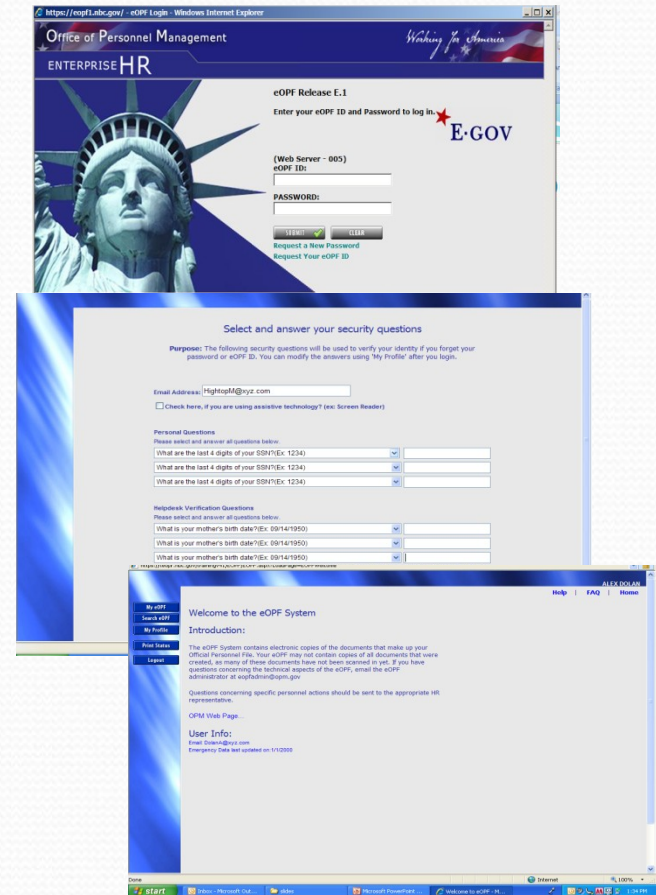
WHAT IS IN MY eOPF?

- The documents that were in your hard copy OPF.
 - Human Resources documents - some examples are as follows: SF 50, DA 3434's, Position Description(s), resume(s), and any other supporting documentation for hiring actions.
 - Benefits Forms.
 - Performance Documents.
 - Military Forms, e.g., DD-214.



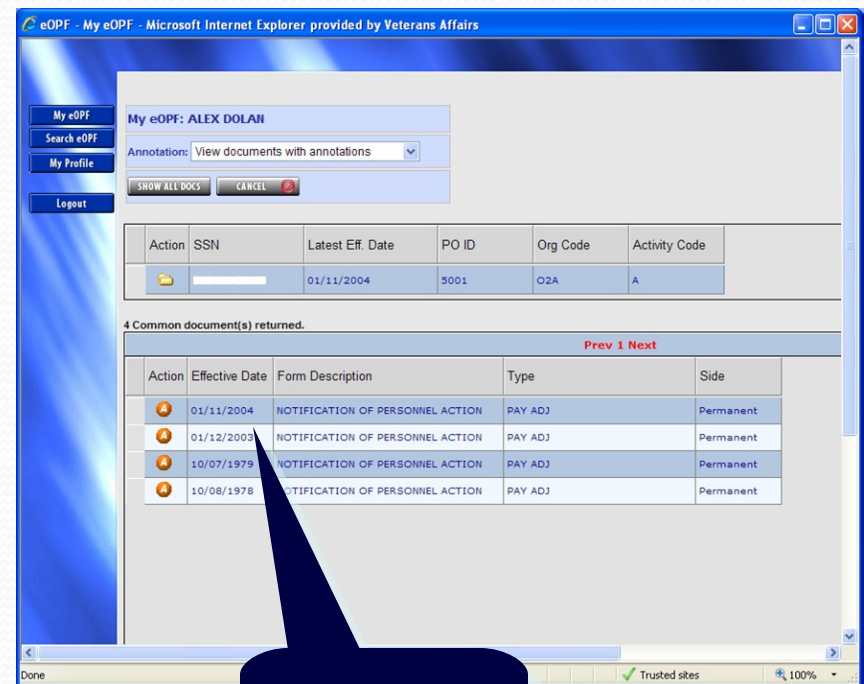
WHAT CAN YOU DO in eOPF?

- Access eOPF from any Government computer with internet access on a Government installation/location.
- View, Search and Print Documents.
- Update My Profile:
 - Who Am I?
 - general preferences,
 - change password, and
 - change security questions.
- View Help & Frequently asked questions.
- Reset your Password and User ID.
- Request additional assistance.



HOW TO VIEW AND PRINT

- You can view and/or print all documents from your eOPF.
- To view and/or print one document, select the A (orange highlighted button) and select view
- Select “Show All Docs”



HOW TO VIEW AND PRINT (CONT.)

- Select the documents you want to see:
 - Select “Print One Sided” and
 - Your print request will be forwarded to the print queue.



HOW TO VIEW AND PRINT (CONT.)

eOPF - My eOPF - Microsoft Internet Explorer provided by Veterans Affairs
 https://teopf.nbc.gov/trainingv41/EOPF/EOPF.aspx?LoadPage=MyeOPF

My eOPF **My eOPF Print Status**

My eOPF: ALEX DOLAN

View: with annotations

SHOW ALL DOCS CANCEL

My eOPF
 Search eOPF
 My Profile
 Print Status
 Logout

View print status here

Action	SSN	Last Eff Date	Doc Num	Org Code	Activity Code
	000-05-0015	1/11/2004 12:00:00 AM	5001	O2A	A

152 document(s) returned.

Prev 1 2 3 4 5 6 7 8 Next

Action	Effective Date	Form Number	Type	NOA Code 1	NOA Code 2	Side	Create Date
	01/11/2004	SF 50	PAY ADJ	894		Permanent	05/30/2007
	01/12/2003	SF 50	LOCALITY PAYMENT	895		Permanent	05/30/2007
	01/12/2003	SF 50	PAY ADJ	894		Permanent	05/30/2007
	10/17/2002	SF 50	INDIVIDUAL CASH AWARD	840		Performance	05/30/2007
	10/17/2002	SF 50	INDIVIDUAL CASH AWARD	840		Performance	05/30/2007
	02/04/2002	SF 50-B	INDIVIDUAL CASH AWARD	840		Performance	05/30/2007
	01/13/2002	SF 50-B	PAY ADJ	894		Permanent	05/30/2007
	01/14/2001	SF 50-B	PAY ADJ	894		Permanent	05/30/2007
	03/22/2000	SF 50-B	PERFORMANCE AWARD (As of 1/1/1999)	885		Performance	05/30/2007
	03/22/2000	OTHER	TRAINING			Permanent	05/30/2007

start Inbox - Microsoft... slides Microsoft PowerP... eOPF - My eOPF ... Document3 - Micr... 1:34 PM

PRINT STATUS FEATURE

- Printing has been modified for 'Print Folder', 'Show All Docs in My eOPF', 'Show All Docs in Search eOPF', and 'Clip Folders'.
- Users submit a print request which is handled by a dedicated print service.
- Once a print job is completed, a bulk PDF file is created - the images (bulk PDF) are retained for an agency determined period of time (default of 7 days) before being purged.
- A 'Print Status' button appears in the main button menu.
- Users will be provided a list of their own requests.

MY PROFILE



MY PROFILE (CONT.)

- A read-only view of a users own eOPF account - if there are any mistakes on your profile, contact the EHRI help desk.
- Information regarding the employee's profile will help troubleshoot issues regarding privileges and access to folders.
- The "OK" button will return the user to the eOPF welcome page.

WhoAmI? :

Purpose: The WhoAmI? feature will allow an eOPF user to get a quick read-only listing about their account.

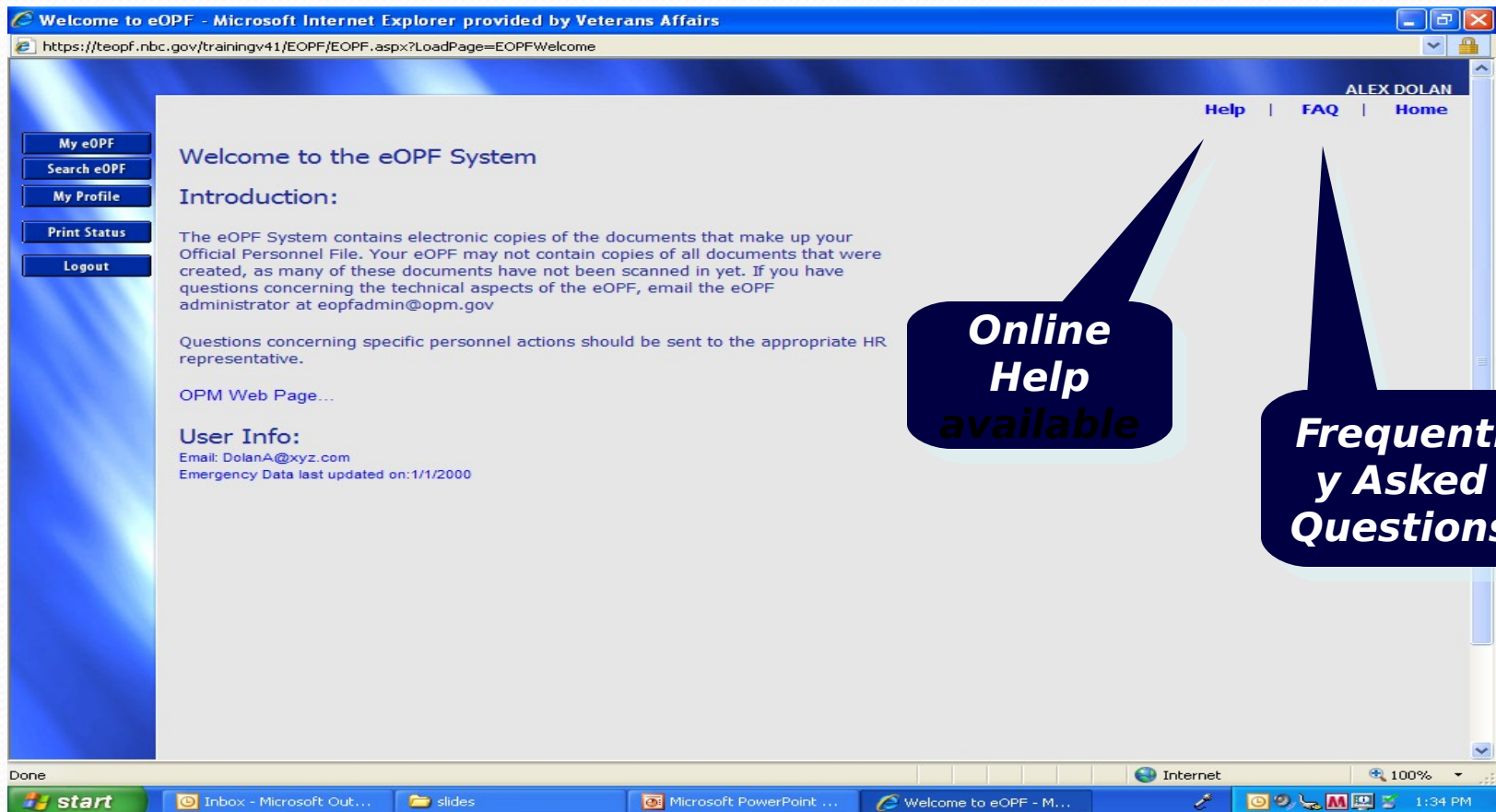
Ok

Label	Value
Full Name:	AGENCY6 ADMIN
Birth Date:	09/09/1963
Email Address:	a6admin@xyz.com
PO ID:	6001
Org Code:	0
Activity code:	A
Group(s):	eOPF_User_Admin, eOPF_App_Admin, eOPF PWD Admin, Default Admin Grp, eOPF Users, eOPF HR SPECIALISTS, eOPF_AVI, eOPF_PURGE
PO ID(s) Managed:	
Folder Status:	ACTIVE
Role:	Super User
Super Admin:	No
Active Start Date:	
Active End Date:	
Last login Date:	01/23/2008

Additional Rights:

PO ID	Org Code	Activity Code	APP	Effective From	Effective To
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HELP AND FAQ's



ACCESS TO eOPF

- Accessibility for employees is the ability to view and print documents from the employee's eOPF.
- Access has been granted to the Civilian Human Resources Agency (CHRA) community.
- Employees will gain access once CHRA has completed their quality control review.
- Only employees and HR Staff will have access to eOPFs.
- If an employee does not have computer access, they will need to call their local CPAC and make an appointment to view their eOPF.

TRANSFERS

- Outside of DA
 - Will depend if the gaining agency that has converted to eOPF.
 - If not covered by eOPF, then a hard copy OPF will be created from the eOPF.
 - Hard copy OPFs received from other agencies will be scanned in and converted into eOPF at each CHRA Region.
 - If covered by eOPF, then the gaining agency will be given access to eOPF.
- Within DA - the gaining CPAC will be given access to the eOPF.

eOPF SUMMARY

- You can use any Government computer with internet access and on Government installations/locations to view your eOPF documents.
- You can print documents when ever you need them.
- You will need Internet Explorer and Adobe Acrobat Reader version 6 or later.
- Rollouts will occur by Civilian Human Resources Agency (CHRA) Regions. CPACs will provide notification to workforce of actual deployment date for their Region.
- Employee eOPF marketing materials will be posted on the CPOL website - <http://www.cpol.army.mil/> under “My eOPF”.